

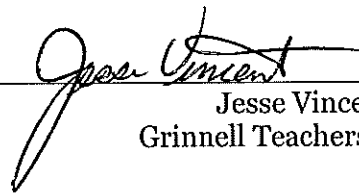
*USD #291  
Grinnell Public  
Schools  
2016-2017  
Negotiated Agreement*

*Board of Education and  
Grinnell Teachers'  
Association*



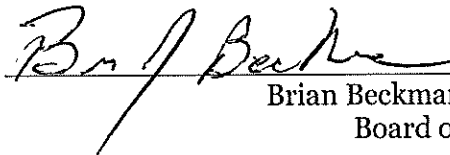
The attached negotiated agreement shall be effective for one year beginning on July 1, 2016 and continue through June 30, 2017.

Approved by U.S.D. 291, Grinnell Teachers' Association and the Teachers by a majority vote of the teachers on this 27<sup>th</sup> day of July, 2016.




Jesse Vincent, President  
Grinnell Teachers' Association

Approved by Board of Education, USD No. 291, Gove County, Kansas this 27<sup>th</sup> day of July 2016.



Brian Beckman, President  
Board of Education

Attest:

  
Mary Jane Goetz, Clerk  
USD No. 291



2. A new teacher coming into the district for the contract year may be granted up to ten (10) years outside teaching experience in another public school district.
3. Teachers coming into this system for the first time with ten (10) or more years of public school teaching experience shall be limited to step 11. Example: A teacher with five (5) years of outside experience will start on step 6; teachers with more than ten (10) years outside experience are limited to step 11.
4. Teachers with one-half (1/2) but less than one (1) year teaching experience in the district will be granted one (1) full year's teaching experience. Teachers coming into the district with less than one (1) full year's teaching experience will not be given credit for the portion of a year.
5. Teachers that top out on salary schedule will receive \$175.00 per year for teaching experience starting with BS+10 and across.
6. Sick leave of ten (10) days accumulative to seventy-five (75) will be granted. Two professional leave and two (2) days of personal leave will be granted on the approval of the superintendent.
7. Fifty dollars per credit hour for recertification up to three hours annually, non accumulating, will be paid to certified teachers.
8. Teachers will receive an incentive to live within the boundaries of the district equal to two percent (2%) of their salary excluding fringe and extra duty pay. Teachers who reside in the district only part of the year beginning July 1 will receive a partial payment prorated for the number of months lived in the district divided by twelve.
9. Teachers will be paid on the fifteenth day of the month. When the fifteenth falls on a weekend or a day school is not in session designated by the school calendar, payment will be prior to the 15<sup>th</sup>.

## **Article 2 - Fringe Benefits**

1. The Board of Education, USD No 291, approves employees to contribute up to the maximum amount allowed by the IRS in a Salary Reduction Plan.
2. Fifty dollars (\$50.00) per month will be contributed by USD #291 for each part-time teacher to the district's Section 125 Plan. In addition, part-time teachers also will receive a prorated increase up to \$350.00 annually to the district's Section 125 Plan. One hundred four dollars and seventeen cents (\$104.17) per month will be contributed by USD #291 for each full-time teacher to the district's Section 125 Plan for a total of \$1,250.00 annually. The Employer Contribution may be made up of Non-Elective Contributions and/or Elective Contributions authorized by each Participant on a salary reduction basis or taken as cash as designated by the employee.

### Article 3 - Extra Duty Pay Schedule

The Board reserves the right to establish new supplemental jobs and to establish the initial pay for said jobs.

|                                   |                 |
|-----------------------------------|-----------------|
| Cheerleader/Pep Club Sponsor      | 618             |
| Vocal & Instrumental Instructor   | 2269            |
| Head Football Coach               | 1738            |
| Assistant Football Coach          | 1349            |
| Head Volleyball Coach             | 1738            |
| Assistant Volleyball Coach        | 1349            |
| Head Boys' Basketball Coach       | 1885            |
| Assistant Boys' Basketball Coach  | 1394            |
| Head Girls' Basketball Coach      | 1885            |
| Assistant Girls' Basketball Coach | 1394            |
| Head Track Coach                  | 1738            |
| Assistant Track Coach             | 1349            |
| Scholar's Bowl                    | 412             |
| Student Council                   | 412             |
| Librarian                         | 693             |
| QPA chairman                      | \$11 per hr.    |
| QPA Associate members             | \$8 per hr.     |
| Concessions Manager               | \$11.33 per hr. |

Extra duty pay of \$7.50 per hour for lunch duty and activities outside the school day such as for ticket-taking, announcing, chain gang, concession stand, score book, time clock and substitute coaching duties.

Instead of pay, faculty members can receive a free lunch as compensation for lunch duty. A maximum of four free lunches would be available for grade school and middle school lunch periods for a total of eight per day. If more than four staff members request lunch duty for any lunch period, the administration shall develop a schedule.

All faculty members may file a preference sheet for all extra duty assignments.

#### Article 3-a: Extra Pay for Planning Period

1. If any middle school teacher gives up their planning period to either teach or take a study hall for the school year, that teacher will receive an additional \$1800. Grade school teachers asked to teach during their planning or study hall period will receive \$1250.00.
2. If any teacher is asked to take students during their planning period, that teacher will be reimbursed at the rate of 1/8 of the substitute pay for their time. Currently 1/8 of substitute pay is \$12.50.

#### **Article 4 - Personal Leave**

1. Each full-time teacher shall be entitled to two (2) days of personal leave to be used upon the approval of the superintendent. If the two (2) days are not used, a full-time teacher will be allowed to move one (1) day to the following year making a total of not more than three (3) days available in any one year.
2. At the end of the school term, teachers may apply to have the district buy up to two (2) days of unused personal leave at \$30.00 per day.
3. Staff members are allowed to leave during the school day for their USD #291 child's Preschool - 12<sup>th</sup> grade home and away events without taking personal leave as long as they make arrangements for other teachers or aides to cover their remaining class or position in-house. The leave time will be at the discretion of the administration. A leave form will need to be filled out and signed by administration before leaving for your child's event.

#### **Article 5 - Sick Leave**

1. Full-time teachers are entitled to ten (10) days of sick leave per year and any unused sick leave shall be allowed to accumulate for a total of seventy-five (75) days. After an absence of two (2) days, a doctor's certificate may be requested by the superintendent.
2. Sick leave shall be for the personal injury or illness of the teacher or death, injury or illness in the family. A limit of five days of sick leave shall be allowed for the death in the family. Up to two days per year of sick leave may also be used for the death of a non-family member. If more than four teachers request leave for the same funeral, they must have administrative approval.
3. Any day away from work, for sick leave, whether a substitute is hired or not, is considered a day of sick leave and will be deducted from the current year's ten (10) days of sick leave or from the accumulated days.
4. There will be no payment for accumulated sick leave except for the following: any teacher who has taught in our school district for at least five (5) years and is resigning for the next school year before May 1<sup>st</sup> of the current school year will be entitled to payment of \$35.00 per day for each day of accumulated sick leave with a maximum payment of \$2,625. Any teacher who has taught in our district for less than five (5) years and is resigning for the next school year before May 1<sup>st</sup> of the current school year will be entitled to payment of \$17.50 for each day of accumulated sick leave.
5. In the event a teacher uses their allowed sick leave days, they may apply for additional sick leave as stated in the Emergency Sick Leave Pool that is defined in board policy GBRIB-R and adopted by the Board of Education in 1982.
6. In order to change the Emergency Sick Leave Pool, there will be a meeting of the superintendent, the principal, two board members, and three teachers (one from each building.)

## **Article 6 - Professional Leave**

1. Certified teachers may be granted up to two (2) days of professional leave.
2. Professional leave is to be used for attendance at any professional clinic, workshop, conference or school visitation that involves the teacher's teaching area or any extra duty in which the teacher may be involved.
3. Requests for professional leave shall be made to the superintendent of schools in writing at least two (2) days in advance of the leave day. Requests must specify the reason or reasons for the request. The request for professional leave shall be submitted to the superintendent for his approval or disapproval. The superintendent's approval must be obtained prior to the teacher being absent from his or her duties.
4. Professional leave is not cumulative.

## **Article 7 - Work Day**

1. The number of class periods in the school day and the scheduled school day shall be determined from time to time by the Board of Education.
2. Prior to any final decision by the board to change the work day or the school calendar, or to adopt the school calendar for the next year, the Grinnell Teachers' Association shall be notified at least thirty (30) days prior to the final decision by the board and be allowed to give comments or recommendations. The teachers' contract shall not exceed 185 days.
3. Teachers may sign out of the building during their planning period with prior administrative approval. Teachers may sign out of the building during their designated lunch period without administrative approval.

## **Article 8 - Reduction in Force**

Upon determination by the Board of Education that a reduction in force is necessary, the following guidelines will be used to determine how the number of staff may be reduced. The Board of Education shall have the complete discretion as to the number of staff to be reduced.

1. If reduction of staff is necessary as determined by the board, the certification, teacher skills, evaluation, extra duty assignments and seniority of the teachers in the subject or grade area to be reduced will be considered. The Board shall retain those teachers possessing the certification that the Board of Education determines is needed in the District.
2. If two or more teachers are similarly qualified in the area of certification, the teachers exhibiting the greatest individual qualifications as shown by the teachers' evaluation reports shall be retained.
3. If two or more teachers possess similar certification and individual qualifications, the teacher or teachers with extra duty and/or supplemental duty assignments that the Board determines are most needed in the district shall be retained.
4. If two or more teachers possess similar certification, individual qualifications, and extra duty and/or supplemental duty assignments, the teacher or teachers with the longest service in the District shall be retained.

## **Article 9 - Summer Hours**

1. If teachers advise superintendent of the intent to obtain additional credits over the summer by May 1 of each school year and a transcript of courses completed is filed with the superintendent by September 1, credit will be given on the salary schedule. If the above conditions are not met, the teacher must wait until the next school year for salary credit.

## **Article 10 - Inservice**

1. One of the three inservice days will be a work day.



### **Article 11 - Language on Filling School Vacancies**

1. When a vacancy occurs within the district, all teachers shall be notified by a written notice to be posted in all attendance centers.

### **Article 12 - Language to Deal with Parent Complaints**

1. The Association proposes that the Board of Education's policy of handling parent complaints be included in the district newsletter prior to the beginning of each school year.

### **Article 13 - Sick Leave/Workmen's Compensation Benefits**

1. Sick leave benefits will be coordinated with workmen's compensation benefits so that no employee receiving workmen's compensation will receive more than their full salary.

### **Article 14 - Benefits Under 125 Plan**

1. The Board shall have the right to set the benefits to be offered under the 125 Plan and to determine the insurance carriers for the plan.

### **Article 15 - Grievance Procedure**

1. If any teacher grievances arise, the procedure followed in dealing with them is outlined in board policy GAE-R.

### **Article 16 - Evaluation Forms**

1. The evaluation procedures will be as per board policy GBI.
2. A review of the current evaluation process will be worked on jointly between the Board of Education for USD #291 representatives and representatives of the Grinnell Teachers' Association. The recommendations will follow the guidelines established by the state of Kansas and/or Board of Education of USD #291.